Attachment to document 04
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Annexure EDR - 89

From: Andrea Jarratt
Sent: Friday, 22 June 2018 4:32 PM
To: kerryn.vine-camp
Cc: Sia Lagos; David Pringle; Darrin Moy; Matt Asquith; Penny Brenchley; @apsc.gov.au
Subject: Federal Court of Australia - Recruitment Exercise
Attachments: SES2_Senior National Judicial Registrar.docx; SES1_National Judicial Registrar & District Registrar (Perth, Brisbane, ...docx; FINAL (updated) - Position Description - National Judicial Registrar - Native Title.docx; Applicants SNJR Final Shortlist - sent to HR.docx; NJR Final Shortlist - sent to HR.docx; Native Title National Judicial Regsitrar Final Shortlist - Sent to HR.docx; SES2_Senior National Judicial Registrar.pdf; SES1 _National Judicial Registrar & District Registrar.pdf; SES1_National Judicial Registrar - Native Title.pdf

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Dear Kerryn

It was nice to speak with you today regarding the Federal Court recruitment exercise, and thank you once again for agreeing to be on the panel for the senior registrar positions (SES2 & SES1). Please find below information regarding the recruitment exercise:

1. Registrar Positions

Position	Level	No of applications	No of applicants shortlisted for interview
Senior National Judicial Registrar *(1 position)*	SES2	35	13
National Judicial Registrar & District Registrar *(3 positions - one based in VIC/ QLD / WA)*	SES1	48	17
National Judicial Registrar – Native Title *(1 position)*	SES1	12	4

Please find attached a copy of the job description for each position.

2. Shortlist Process

The interview panel for the above positions comprises:

- Sia Lagos, Principal Judicial Registrar and National Operations Registrar
- David Pringle, Deputy Principal Judicial Registrar and Deputy National Operations Registrar
- Andrea Jarratt, Director National Operations

The shortlist process undertaken by the panel is as follows:

- Each panel member reviewed the applications against the SES selection criteria and shortlisted applicants.
- The panel then convened a number of meetings to discuss each application and their suggested shortlist of applicants. Following a review of each application a *draft* shortlist for each position was prepared.
- The panel members convened a further meeting to finalise the shortlist.

As discussed some applicants applied for numerous roles and we have indicated in the shortlist if they have been shortlisted for both or only one role.

In relation to the National Judicial Registrar – Native Title position, the panel sought advice regarding the applications from an FCA registrar who has extensive experience in native title. This registrar (SES1) may also be on the interview panel for this role, however it is still to be confirmed.

Please find attached the final shortlist for each position.

3. Applications

Please find attached the applications for the applicants who have been shortlisted for interview for each position.

4. Interviews

Outlined below is the overall interview scheduled for the positions.

Date	Time	Location of Interview	Roles Interviewin
Wednesday, 27 June 2018	10.00am – 4.00pm	Melbourne	Senior National Judicial Re (SES2)
Thursday, 28 June 2018	9.30am – 12.30pm	Melbourne	National Judicial Registrar Registrar – VIC (SES1)
Monday, 2 July 2018	10.00am – 5.00pm	Sydney	Senior National Judicial Re (SES2) National Judicial Registrar Registrar – QLD (SES1) (ca based in NSW for QLD rol
Wednesday, 1 August 2018	3.00pm – 5.00pm	Brisbane	National Judicial Registrar Title (SES1)
Thursday, 2 August 2018	9.00am – 3.00pm	Brisbane	Senior National Judicial Re (SES2) / National Judicial I District Registrar – QLD (S
Wednesday, 8 August 2018	9.00am – 4.00pm	Perth	Senior National Judicial Re (SES2) / National Judicial I District Registrar – WA (S
Thursday, 9 August 2018	9.00am – 11.00am	Perth	National Judicial Registrar Title (SES1)

4a. Interview Schedule - Melbourne

Outlined below is the interview schedule for the interviews being held in Melbourne next week. The interviews will be held at the Federal Court of Australia, Level 16, 305 William, St. When you arrive at the Court, please go through security and I will meet you at reception. The interviews commence at 10.00am so if you are able to arrive at the Court at 9.30am it will allow time to meet the other panel members and have a discussion regarding the interviews.

Wednesday 27 June 2018	Thursday 28 June 2018
10.00am SES2 – Senior National Judicial Registrar CONFIRMED: Michael	9.30am SES1 – National Judicial Registrar & District Registrar - VIC CONFIRMED: Tim Luxton
11.00am SES2 – Senior National Judicial Registrar CONFIRMED: Paul Farrell **Skype from Sydney**	10.30am SES1 – National Judicial Registrar & District Registrar - VIC TBC: Phillip Allaway
12.00pm SES2 – Senior National Judicial Registrar CONFIRMED: Julia	11.30am SES1 – National Judicial Registrar & District Registrar - VIC TBC: Claire Gritsham

2.00pm SES2 – Senior National Judicial Registrar CONFIMRED: Sitesh	
3.00pm SES2 – Senior National Judicial Registrar CONFIMRED: Thomas **Skype from Adelaide**	

5. Interview Questions

On Monday, I will send you the draft interview questions, for your review.

Please do not hesitate to contact me if you would like to discuss the above.

I look forward to meeting you next week.

Kind regards

Andrea

Andrea Jarratt | Director National Operations
National Operations Team | Federal Court of Australia |
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